



LAKE HAVASU CITY

Sale of Public Property Application

Submit completed application to the Development Services Department / Planning Division:
2330 McCulloch Blvd N. / Lake Havasu City, AZ 86403 or planninginfo@lhcaz.gov

APPLICATION NUMBER _____ DATE _____

(1) APPLICANT NAME / MAILING ADDRESS / CONTACT INFO

PHONE _____
EMAIL _____

(2) SITE LOCATION

STREET ADDRESS _____
ASSESSOR PARCEL ID _____ TRACT _____ BLOCK _____ LOT _____

(3) REQUEST DETAILS

Provide detailed explanation for request: _____

(4) SUBMITTAL REQUIREMENTS

a) Two ea. 8-1/2" x 11" tract map of subject property to be purchased.

(5) APPLICATION PROCESSING TIMEFRAME & FEES

- a) Staff reviews application for completeness and compliance with the Lake Havasu City Code (3 business days).
- b) Staff contacts applicant for payment of fee (3 business days). Fee can be paid by credit card, check, or cash.
- c) Staff obtains appraisal and title report for subject property.
- d) Notification of property owners within 300 feet of subject property (30 calendar days).
- e) Publication of advertisement for online auction (45 calendar days).
- f) Open online auction 30 calendar days from advertisements. Auction to run for a minimum of 30 calendar days.
- g) Schedule City Council hearing to accept or reject successful bid (30 business days).
- h) If accepted by City Council, Staff will process and finalize the transfer of property (30 business days).

Sale of Public Property Fee: \$1,721.25

(6) CLARIFICATION

A person may request the City to clarify its interpretation or application of a statute, ordinance, code, or policy affecting the processing of this application in accordance with ARS § 9-839.

(7) CERTIFICATION / ACKNOWLEDGEMENT

- a) I hereby file the above request as an authorized applicant.
- b) To the best of my knowledge, the information provided herein is accurate and true.
- c) I am aware of the steps and timeframes involved in the processing of this application.

To submit this application electronically, Lake Havasu City requires that you certify your application by submitting an electronic signature. Please type your name in the field below and click the confirm signature check box.

SIGNATURE _____ DATE _____

CONFIRM SIGNATURE ☐

For further information / questions:

Chris Gilbert, Planning Division Manager (928) 854-0722 GilbertC@lhcaz.gov
Jeff Thuneman, Development Services Director (928) 854-0714 ThunemanJ@lhcaz.gov

Lake Havasu City Code Section 03.10.040 for Sale and Disposition of Property

Notice: Arizona Revised Statutes § 9-495 requires in any written communication between the City and a person, the City provide the name, telephone number, and email address of an employee to provide information if the communication: 1) Demands payment of a tax, fee, penalty, fine or assessment; 2) Denies an application for a permit or license that is issued by the City; or 3) Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the City. The employee shall reply within five (5) business days after City's receipt of a communication if authorized and able.